



CYNTHIA A. HARDING, M.P.H.  
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.  
Interim Health Officer

313 North Figueroa Street, Room 708  
Los Angeles, California 90012  
TEL (213) 240-8156 • FAX (213) 481-2739

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

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October 29, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO  
ADMINISTRATIVELY AMEND CONTRACT NUMBER 77652 WITH  
ACCURATE COURIER SERVICES, INC.**

This is to notify you that I am exercising the delegated authority approved by your Board on September 6, 2011, to administratively amend Contract Number 77652 with Accurate Courier Services, Inc., for the provision of laboratory courier services, to adjust the fuel price based on the increase or decrease in the fuel price published in the Official Energy Statistics from the United States Department of Energy for California (DOE) and add or change non-substantive terms and conditions in the Agreement, subject to review and approval by County Counsel.

Under this authority, I will execute Administrative Amendment Number 3 to Contract Number 77652 with Accurate Courier Services, Inc., to:

1. Decrease the fuel price by 11.93 percent for:

- Routine Services: adjusting the price per gallon downward from \$3.37 to \$2.97, and reducing all-inclusive fixed fee per stop from \$12.15 to \$11.99.
- Non-Routine Services: adjusting the fuel price per mile downward from \$.26 to \$.23.

Pursuant to the terms and conditions of the contract, this fuel price adjustment is based on a comparison of the DOE fuel rate of \$3.545 for the month of June 2015 to the most recently published DOE fuel rate of \$3.122 for the month of September 2015 from the Third Quarter period of July 2015 through September 2015, effective October 1, 2015.

2. Revise Exhibit F, Contractor's Administration, to update the names and contact information of the Accurate Courier Services, Inc. staff newly assigned as the contract's Project Manager, Chief Executive Officer, and Director of Sales.

County Counsel has reviewed and approved this Administrative Amendment as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:fcl  
DA #03455

c: Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors